Approved For Release 2001/03/02 : CIA-RDP78-04484A000100080032-9

OFFICE OF TRAINING

Operations School

Staff Training

CLANDESTINE SERVICE RECORDS II #3-70

1 - 5 Dec '69

Room 1A-13 Headquarters

25X1A

[redacted]

Chief Instructor

Room 615, 1000 No. Glebe Road
Ext. 3396

GROUP I
Excluded from automatic
downgrading and
declassification

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Clandestine Service Records II

OBJECTIVES

CS Records II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Service . It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the student should absorb.

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0830 - 0900	Administration and Course Introduction
0900 - 0950	Biographic Research in the CS An outline of research and investigative procedure. Biographic research at Headquarters related to investigation at the Field Station.
1000 - 1050	CI/OA: The Relation of its Records to the CS Mission
1100 - 1200	CRS/Biographic Research A description of the materials and services available to the researcher in Central Referenc Service.
1200 - 1300	Lunch
1300 - 1340	The Office of Security Index and Biographic Services A description of the services provided by the Office of Security in both the checks of the various other US Government agencies and in providing investigative or research services.
1350 - 1440	Introduction to non-CS indices and files.

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Tuesday, 2 December 1969

0900 - 1000	Collation and Analysis of Biographic Information
1000 - 1500	Biographic Research Practical Exercise

Wednesday, 3 December 1969

0900 - 1400	Biographic Research Practical Exercise (continued)
1400 - 1440	Writing the Meaningful Reply

Thursday, 4 December 1969

0900 - 1400	Biographic Research Practical Exercise (concluded)

Friday, 5 December 1969

0900 - 1130	Critique of Practical Exercise
1130 - 1200	Final Administration

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